

GOVERNOR'S OFFICE OF CRIME CONTROL AND PREVENTION

FY 2020 Protecting Religious Institutions Grant (PRIG) Notice of Funding Availability Application Guidance Kit



Online Submission Deadline: Continuous
for
the performance period of July 2019-June 2020

Funded through:
State of Maryland

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

Larry Hogan, Jr., Governor
Boyd K. Rutherford, Lt. Governor
V. Glenn Fueston, Jr., Executive Director

Note: Hard copy applications are no longer accepted. In order to use GOCCP's web-based application you must have a User ID. <http://goccp.maryland.gov/grants/requesting-access/>

ELIGIBILITY

Non-profit, religious entities with appropriate tax status are eligible to request funding for security enhancements for houses of worship and to protect religious institutions from hate crimes.

IMPORTANT NOTES

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention's online Grants Management System (GMS) located at <http://goccp.maryland.gov/grants/>.

All applicants are encouraged to read the instructions for completing an online application found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

Getting Started

Thank you for applying for **Protecting Religious Institutions Grant (PRIG)** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of PRIG is to provide support to congregations of all faiths to provide security enhancements for houses of worship and to protect religious institutions from hate crimes. These efforts support GOCCP's objective of developing criminal justice and victim services strategies that are coordinated by developing a culture of collaboration, information sharing, and knowledge transfer between law enforcement, victim services and faith-based organizations.

If you need application assistance, please contact:

Sabraya Knight, Program Manager
410-697-9327
Sabraya.Knight@maryland.gov

Justice Schishler, Chief of Programs
410-697-9334
Justice.Schisler@maryland.gov

If you need assistance with program criteria or have questions on program design, please contact:

Mary Abraham, Deputy Director of Grants
410-697-9340
mary.abraham@maryland.gov

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas on how the Governor's Office of Crime Control and Prevention can serve you better, please email the above program manager to provide your feedback.

Mission of the Governor's Office of Crime Control and Prevention:

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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I. ELIGIBILITY CRITERIA

Non-Profit, religious entities with appropriate tax status are eligible to request GOCCP funds to provide security enhancements for houses of worship and to protect religious institutions from hate crimes. GOCCP will not consider requests for capital improvements or information technology projects in excess of \$200,000 under the Protecting Religious Institutions Grant (PRIG) Notice of Funding Availability (NOFA).

An eligible entity must provide proof of non-profit status by submitting a copy of its status letter from the IRS with the application (www.irs.gov). If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time as a copy can be obtained from the IRS.

Faith-Based Organizations

Faith-based organizations applying for PRIG funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, PRIG funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

Only one application may be submitted per eligible entity.

II. PROGRAM DESCRIPTION

A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

B. Opportunity Title

Protecting Religious Institutions Grant (PRIG)

C. Submission Date

Ongoing through May 1, 2020

D. Funding Opportunity Description

The Protecting Religious Institutions Grant (PRIG) initiative allows religious entities, regardless of religious affiliation, to apply for financial assistance to support security enhancements for houses of worship. GOCCP announces the availability of \$3.0 million in FY 2020 grant funding under PRIG for the performance period of July 2019 through June 2020¹. GOCCP will not consider any requests for capital improvements or large information technology projects over \$200,000 under this NOFA. Applications that do not comply will be considered non-responsive and will be subject to removal from consideration.

All funding is contingent upon GOCCP receiving the specified grant funds from the state of Maryland.

¹
<https://governor.maryland.gov/2019/01/15/governor-larry-hogan-announces-additional-funding-to-prevent-hate-crimes/>

III. PROGRAM REQUIREMENTS

Program Strategy

The FY 2020 PRIG program primarily supports GOCCP's public safety goal to create a safer Maryland by providing grants to enhance the security of religious entities against hate crimes. A hate crime is a traditional offense with an added element of bias, commonly categorized as a "criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity."² The purpose of this grant fund is to promote safety and security in instances where the victim of an offense is a religious entity or faith community.

Applicants must:

- justify the funding request based on the incidence and severity of hate crimes in the applicant's local community (see below for sources for this data) ;
- clearly indicate whether funding will be used to support one time security upgrades or ongoing security enhancements, and indicate future sustainability plans for ongoing costs;
- describe how they intend to work collaboratively with Federal and State agencies and/or local partners as needed;
- ensure that the proposed security enhancements have a direct impact on the problem identified at the time of application;
- be willing to share outcomes related to implementation of the funded security enhancements; and
- complete all responses requested in the online Grants Management System (GMS) <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.

Application Requirements

GOCCP recommends applicants familiarize themselves with the following resources while developing their application:

Problem Statement Data Resources

[2017 State of Maryland Hate Bias Report](#)
[2017 Hate Crime Statistics \(FBI\)](#)
[2018 Hate Crime Statistical Factsheet \(National\)](#)
[Census Data \(Basic Demographics\)](#)

Program Design Resources

[DOJ Hate Crimes Resources](#)
[Office for Victims of Crime- Hate and Bias Crimes Publications](#)
[DOJ Hate Crimes Prevention Guide](#)
[Hate & Bias Crime Definition and Training](#)
[Safeguarding Houses of Worship Toolkit- For Law Enforcement](#)
[Policy Responses to Hate Crimes \(Bureau of Justice Assistance\)](#)
[Resources to Protect Your House of Worship \(Federal Emergency Management Agency\)](#)
[Threat Assessment Guide for Houses of Worship](#)

Performance Measurement Resources

[Bias Crime Assessment](#)
<https://cyfar.org/build-your-own-logic-model>

² <https://www.fbi.gov/investigate/civil-rights/hate-crimes>

Grantees will be required to track and measure program outputs and outcomes. Outputs and outcomes must be recorded and submitted to GOCCP on a quarterly basis. The following is a sample of potential outputs and outcomes that grantees may be required to track and report on:

- Number of staff/volunteers who received training during this quarter
- Number of security personnel hired during this quarter
- Number of risk assessment(s) conducted
- Number of trainings held for community organizations
- Pre- and post-surveys administered on safety activities
- Percentage of changes in threat levels

All grantees will be required to submit a fiscal year-end report that reflects the overall successes that were accomplished through the use of these grant funds. The report must describe in detail a comparison of crime trend prior to this funding, and after as a result of this funding for specific locations. This fiscal year end report will be due by July 15, 2020 and must also be uploaded into the online grants management system.

GOCCP will make awards based on the risk/need/vulnerability assessment provided in the application narrative. GOCCP will assess the merits of the proposed program in each of the areas mentioned in Section II, C., of the narrative tab instructions:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.

In addition to the specific program components required by this funding opportunity, GOCCP advocates the use of best practices and consistent data collection. GOCCP strongly encourages applicants to partner with law enforcement or security personnel to conduct a risk/need/vulnerability assessment of the applicant's location. Supporting documents such as support letters, evaluation tools, description of contract scope, logic models and other documents that provide more details on project activities can be submitted through GOCCP's web-based application. Refer to <http://goccp.maryland.gov/grants/gms-help-documents/>

The religious entity, acting as the lead, is to submit an application with the remaining partners listed in the contractual section of the budget (if funded under the application). Project partners may include, but are not limited to, subject matter experts, law enforcement, neighborhood associations, non-profit community organizations, governmental and non-governmental agencies, and other service providers.

The proposed activities/deliverables, inclusive of planning and implementation, must be results-focused and occur prior to June 30, 2020. Further, the project must be achievable and able to be implemented on a reimbursable basis. Budgets must be reasonable and include only allowable costs. All budgets must be approved by GOCCP prior to issuing a grants award.

Successful grantees will be required to submit progress, performance measurement, and fiscal reports on a quarterly basis. GOCCP will utilize this information to compile a report on the utilization of PRIG funds and the outcomes associated with the funded projects.

IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL www.goccp.maryland.gov and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

In order to use GOCCP's web-based application you must have a User ID.

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password:
<http://goccp.maryland.gov/grants/requesting-access/>.

If you have previously applied through the web-based application, use your existing User ID and password.

If you have previously applied to the GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at support@goccp.freshdesk.com for assistance.

If you need assistance completing the program-specific information required in the online application, please contact sabraya.knight@maryland.gov or mary.abraham@maryland.gov.

V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL:
<http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

Additionally, technical assistance is available from the Maryland Statistical Analysis Center (SAC), the Research & Analysis Unit of the Governor's Office of Crime Control and Prevention. Data inquiries on hate crime may be directed to Jeffrey Zuback, Chief of Research and Analysis, at jeffrey.zuback@maryland.gov.

Applicants are encouraged to utilize other available opportunities for technical assistance (TA) from national providers to complement program initiation or facilitate the adoption of risk/vulnerability/threat assessment tools used to address hate crimes.

GOCCP will conduct technical assistance conference calls from 11 am-noon on the fourth Friday of each month, starting July 26, 2019. The call in number is: 1-317-647-5258 and the PIN is: 479 541 299#

VI. IMPORTANT DATES

Solicitation Release Date	July 15, 2019
Deadline to Request a User ID	Rolling
Deadline to Submit an Online Application	Rolling until May 2020
Letters of Intent Emailed/Denial Letters Emailed	30-60 days after submission
Award Documents	30-60 days after submission
Sub-award Start Date	July 2019 through May 2020
Monthly Technical Assistance Conference Call	Fourth Friday of each month
Sub-award End Date	June 30, 2020

VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (see Notice of Funding Availability application instructions: goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf) and score each application accordingly:

- Problem statement/needs justification-- 15 points total
 - Program goals and objectives-- 20 points total
 - Program strategy/program logic-- 10 points total
 - Performance measurement (outputs, outcomes, and impacts)-- 20 points total
 - Timeline-- 5 points total
 - Spending plan and Budget (reasonableness, cost effectiveness, detailed justification per line item)-- 20 points total
 - Management capabilities-- 5 points total
 - Sustainability-- 5 points total
- Total of **100 points**

PRIG is based on a rolling application process. Funding will be awarded on a first come, first served basis until all funds have been exhausted. The award period ends on June 30, 2020. GOCCP may conduct a review involving internal staff and external independent reviewers of each application submitted in accordance with this Notice of Funding Availability.

As part of the internal review, GOCCP staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize, and address community needs)
- GOCCP audit findings, if applicable
- Performance history with previous awards with GOCCP, if applicable

VIII. FUNDING SPECIFICATIONS

A. Funding Cycle

Commencement of awards funded under PRIG for FY 2020 will be on an on-going basis until funds are exhausted. All activities must be approved by GOCCP prior to purchases and/or implementation. Funds are paid on a quarterly reimbursable basis.

B. Allowable Costs for Direct Services

The following are eligible costs using PRIG funds:

- Personnel
- Operating expenses (Office supplies, Communication services)
- Travel
- Contractual services (Contractual security services, Project partners)
- Equipment (Computers, Installation costs, Security cameras and enhancements, Video monitors)
- Other*

****Items that have a direct correlation to the overall success of a sub-recipient's project objectives and are necessary for the project to reach full implementation will be considered on a case-by-case basis.***

Religious facilities that are potential targets of hate crime may submit applications based on security needs, including training, supplemental funding for security personnel, security-related technology (such as closed circuit cameras, video recording monitors, door-hardening, improved lighting), and other security-related facility upgrades. Security upgrades can include x-ray scanners at primary entrance locations, as well as the inspection of incoming mail and parcels. No preference will be given to houses of worship

based upon religious affiliation. Successful grantee is responsible for getting appropriate approvals from landlords or permit zoning offices for full implementation of projects.

C. Unallowable Costs

Faith-based organizations may not use PRIG funds to purchase religious materials, including the Bible, Torah, Koran, or other religious or scriptural materials. The following services, activities, and costs cannot be supported with PRIG funding:

- Lobbying or administrative advocacy
- Personnel for overtime or backfill costs
- Organizational operating costs
- Reimbursement of pre-award costs
- Audit costs
- Rental fees
- Printing costs (purchase or print of religious materials)
- Telephone/fax
- Food/beverages
- Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, and gift bags)
- Construction projects
- Capital improvement plan
- Large information technology projects over \$200,000

The list above is not exhaustive. GOCCP reserves the right to make additional budget reductions/restrictions and adjustments at its discretion.

IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees as a quarterly reimbursement of expenditures following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All electronic programmatic reports are due within 15 calendar days of the end of each quarter. Electronic financial reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found on our website at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

A. Electronic Funds Transfer (EFT)

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.

B. Match

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

C. Supplanting, Transparency, and Accountability

Funds distributed under this program must be used to supplement and not supplant any other funding for security enhancements. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be

prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

APPLICATION CHECKLIST

What an Application Should Include:

- _____ Face Sheet
- _____ Project Summary
- _____ Narrative
 - _____ Problem Statement/Needs Justification
 - _____ Program Goals
 - _____ Program Strategy
 - _____ Program Measurement
 - _____ Management Capabilities
 - _____ Sustainability
- _____ DUNS/SAM Registration
- _____ Letters of Support/Commitment
- _____ Budget and Budget Justification
 - _____ Personnel
 - _____ Operating Expenses
 - _____ Travel
 - _____ Contractual Services
 - _____ Equipment
 - _____ Other
- _____ Indirect Cost Rate Agreement or Documentation Supporting the Use of the De Minimis Indirect Cost Rate (if applicable)
- _____ Budget Prioritization
- _____ Certified Assurances
- _____ Certification Regarding Lobbying
- _____ Audit Findings/Corrective Action Plan (if applicable)
- _____ Single Audit Requirements (if applicable)
- _____ Proof of 501 (c)(3) Status (if applicable)
- _____ Memorandum of Understanding (MOU)/Contracts (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.